Grievance form

Please complete, print, sign and return to Paula Lukins/Lauren Wilkinson

|  |  |
| --- | --- |
| Name | Logo  Description automatically generated |
| Job Title |  |

Type of grievance (tick box)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General  | Health & Safety | Terms & Conditions | Discrimination (sex/race/disability) | Harassment |
|  |  |  |  |  |

|  |
| --- |
| Details of your Grievance |
| What would you like to see happen |
| Signature: Date: |

Apparent Misconduct – Employee Suspended if Appropriate

Conduct investigation

Investigation indicates further No formal action required,

action deemed necessary informal action such as additional training, words of advice etc may be offered

Employee issued written

invitation to disciplinary

hearing

Disciplinary hearing held and

mitigating factors/facts

considered

Meeting will be adjourned and

decision made

Outcome decision issued eg

no action, warning or dismissal

and right of appeal

Appeal No appeal

Updated and implemented Autumn Term 2023– reviewed regularly and the procedure monitored and evaluated